



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Thompson Correctional Center

Date: June 15, 2021

To: Staff, Visitors & PIOC

From: Gary Kumber, Superintendent

RE: **In Person and Zoom Visitation Information**

Beginning July 06, 2021, The Wisconsin Department of Corrections (DOC) has made the decision to resume in-person visitation at DOC facilities.

Due to social distancing and other preventative measures related to COVID-19, capacity in visitation areas has been decreased. Initial demand for in-person visits is expected to be high. To make it fair for everyone, each in-person visit will be limited to 45 minutes and must be scheduled in advance. Only 1 in-person visit maybe scheduled at a time to allow an equal opportunity for all persons in our care (PIOC) to receive a visit, after the visit is completed you may then schedule another visit.

People can begin to schedule in-person visits at 9:00 a.m. on Wednesday, June 16. Visitors are asked to schedule their in-person visits at least two business days (excludes Saturdays, Sundays and holidays) in advance. With the exception of the first week, the center will not schedule visit requests more than two weeks in advance.

Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list.

In-Person and Video Visits can be scheduled by emailing the address below.

DOCWCCSTCCZoomVisits@wisconsin.gov

Information on the email should include:

**Name of PIOC and DOC#, Name of visitors, and requested date of visit
(Provide a 1st and 2nd choice)**

2. In-person visits will be scheduled every 60 minutes (1:00, 2:00, 3:00, etc.) but will only be a maximum of 45 minutes in length to allow for cleaning and visitor check in procedures. Video visits are 30 minutes in length.

3. Visiting schedule is as follows:

Saturday, Sunday and Holidays: 12:00 p.m. - 4:00 p.m. (In-Person)

Thursday: 6:00 p.m. - 9:00 p.m. (In-Person)

Monday: 8:00a.m. – 11:00a.m. & 6:00p.m – 9:00p.m. (Video Visits)

Visitors are encouraged to schedule in person visits by email. Once your visit has been scheduled, a confirmation by email indicating the date and time will be sent and the PIOC will be notified. Those without internet access can call the institution's main line during business hours (M-F). Whether calling or emailing, visitors are asked to specify whether they are requesting a zoom or in-person visit.

In addition to the new scheduling process for visitors, there are several updated visitation guidelines designed to protect persons in our care, visitors and DOC staff. Those include:

Specific guidelines for in-person visits include:

- A COVID-19 screening (temperature and symptoms check) by security staff.
- Up to three approved visitors will be allowed for a specific visit with a PIOC. Relationship does not matter but at least one visitor must be an adult.
- Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
- Hand holding and sitting on laps is not allowed.
- Appointing Authorities have discretion to address how young children and infants can interact with PIOC.
- All visitors age 2 or above shall wear a mask for the duration of the visit (except when eating or drinking).
- All PIOC shall be required to wear a mask for the duration of the visit (except when eating or drinking).
- Food and/or drink are allowed, but can only be purchased from TCC vending machines and cannot be shared amongst visitors and PIOC.
- All chairs and tables will be sanitized between visits.
- The children's area shall not be available as it is difficult to sanitize between usage.
- Outdoor visiting will require the same processes/restrictions. In addition, to these COVID-19 rules, General Visiting Rules will be enforced. You can find those rules and more information about visitation on our TCC Visiting Information page.